

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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May 13, 2003

FROM: ROBERT L. McKERNAN, Director
County Museums

SUBJECT: CONTRACTS WITH PAMELA STRUNK, MARK TURPIN, AND ANTHONY WEBB FOR RESIDENT HISTORIC SITE MANAGER SERVICES

RECOMMENDATION:

1. Approve employment agreements with Pamela Strunk, Mark Turpin, and Anthony Webb to provide resident Historic Site Manager services at John Rains House in Rancho Cucamonga, Asistencia in Redlands, and Yucaipa Adobe in Yucaipa, from May 17, 2003 through May 14, 2005, each in the amount of \$13,080 per year.
2. Terminate Agreement Nos. 00-527, 00-528, and 00-957 effective May 17, 2003.

BACKGROUND INFORMATION: On June 27, 2000 the Board approved Agreement No. 00-527 with Kim Turpin, and Agreement No. 00-528 with Anthony Webb to provide resident Historic Site Manager services at above branch locations. On September 19, 2000 the Board approved Agreement No. 00-957 with Pamela Strunk for the same services. These employment contracts provide compensation including use of residences, utilities, cash stipends, and commission, based on a 36-hour workweek.

The County Museum is now recommending new contracts with Ms. Strunk, and Mr. Webb based on their experience in this position. They perform a variety of tasks in order to preserve the historic and aesthetic integrity of these Museum branch locations, including facilitating special events, conducting tours, performing maintenance or repairs, and providing security. Mr. Turpin is recommended based on his experience assisting at this site, and his former capacity as Resident Caretaker for eight (8) years.

Each Historic Site Manager at these sites is currently compensated at a bi-weekly rate of \$484.62. This amount constitutes use of personal residence (\$219.23), utilities (\$69.23), and a cash stipend (\$196.15), all on a bi-weekly basis. The proposed contracts would increase compensation to \$503.08 bi-weekly, and stipulate a fixed term of employment according to recommendations by County Counsel and via a recent performance audit. Under the new contract, Ms. Strunk, Mr. Turpin, and Mr. Webb will each work a total of 30 hours per week between 9:00 a.m. and 3:00 p.m. Tuesdays through Saturdays. Other benefits under the agreement include coverage under the County's Worker's Compensation Insurance Program, participation in the County's P.S.T Deferred Compensation, administrative and sick leave, paid holidays, and professional development leave. Provision for 30% commission on gross revenue

Record of Action of the Board of Supervisors

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from facility usage fees is unchanged from the original agreement. Site Managers will not participate in the County's Retirement Plan. Either party may terminate this agreement by giving the other party forty (40) days written notice.

REVIEW BY OTHERS: These agreements have been reviewed as to legal form by County Counsel (Deputy County Counsel, Andy Hartzell) on April 29, 2003 and by Human Resources (Tammy Ballesteros, Human Resources Officer) on May 5, 2003. In addition, this recommendation has been reviewed by the County Administrative Office (Tom Forster, Administrative Analyst) on May 5, 2003.

FINANCIAL IMPACT: The Department has sufficient appropriations in its FY 2002/03 budget to fund the increased cost of each agreement (\$55) through June 30, 2003. Appropriations for the annual cash cost of each agreement (\$5,580) are included in the Museum's FY 2003/04 budget proposal.

SUPERVISORIAL DISTRICT(S): Second, Third.

PRESENTER: Robert L. McKernan, 798-5719.

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